

**TOWN/VILLAGE OF NORTHFIELD  
BOARD OF TOWN SELECTMEN  
BOARD OF VILLAGE TRUSTEES  
BUDGET MEETING #5  
Minutes of January 7, 2014**

- I. ROLL CALL.** Town Manager Rob Lewis, Chair John Quinn, Town Selectmen Chris Bradley, Brad Denny Matt Gadbois, and Ken Goslant; Village Trustees Dennis Donahue, Kevin Beal (6:23 p.m.), Dave Maxwell (6:24 p.m.), and Jim Wilson, and Acting Village Manager Stephen Fitzhugh. Also present were Finance Director Laurie Baroffio, Police Chief James Dziobek (6:28 p.m.), Sonya Bourne, Katie Wawrzyniak, Marsha Hoffman, Ambulance Supervisor Jim Baraw, Acting Ambulance Director Lawton Rutter, and Richard Wobby.

Chair Quinn called the meeting to order at 6:05 p.m.

**II. PUBLIC PARTICIPATION: None.**

**III. BUDGET WORK SESSION**

The following budgets were discussed as follows:

**a. Brown Public Library**

Marsha Hoffman reviewed their internal budget and indicated that their long term goal is to reduce dependency on the Town as much as possible; as an example - this year they were able to tap into their Endowment Fund to provide some money for operating expenses for the FY 14-15 budget (the Endowment has strict guidelines for when money can be withdrawn).

Ms. Hoffman indicated that there were two safety issues that had recently come to light, the railing by the front steps is loose / broken, and the lighting in the front of the Library is poor. In a written report Ms. Hoffman further indicates that the windows needed attention (re-pointing, painting of woodwork, possibly some replacement of frames).

Energy efficiency was discussed; the building has been worked on very recently with better insulation/heating efficiency being worked on. Previous energy audits will be reviewed by the Library Board and the Manager, with another energy audit a likely result.

Library/Historical Society CIP was reviewed (9,807.84 available with another \$1k being set aside for 14-15). Manager Lewis believes there is sufficient money available to handle known repairs (stairs, lights, windows and painting) and will seek RFPs for this in spring.

Chair Quinn asked Ms. Hoffman about how a 10% cut could be handled with their budget. She responded that this would be a huge hardship, that there is only one employee that receives benefits, that this cut could only be accomplished by cutting hours and reducing staff and that fund raising would have to almost double (from approx \$10K currently to approx \$19K) and it was doubted that Northfield could support that increase. No changes were made to this budget.

**b. Ambulance Service**

Acting Ambulance Director Lawton Rutter indicated that they handled 725 calls in 2013, and he believed that they handled 625 calls in 2012. Discussion occurred around how billing was handled, with the understanding that not everything that was billed was paid. A discussion on the rates being charged then occurred; it was reported that it is now an annual requirement to review rates; that this rate review is scheduled for the near term with increase being expected.

Paramedic Intercepts were discussed, with new protocols being put into place this year that affect response matrixes. Jim Baraw indicated that perhaps paramedic services might be put out to bid between Barre City and Barre Town (who currently provide Paramedic intercepts).

Chair Quinn asked Mr. Rutter how he would respond to a request to cut his budget by 10%. Mr. Rutter indicated that beyond adjusting rates which would then effect billing, increasing revenue was a better solution than cutting services and that there was not much room to cut. No changes were made to this budget.

**c. Police Department**

Chief James Dziobek was available to answer questions as his budget was reviewed. Discussion initially centered on exactly how many officers were presently funded: 5 Full Time Officers, 1 Detective (not full time, paid from Part Time w/o benefits) and the Chief. The Chief was asked by Chair Quinn how many Part Time officers were used; Chief Dziobek indicated that we have 4 PT officers, with two of these in the process of being PT certified (until then they must be with a Certified Officer). A brief discussion occurred concerning Animal Control.

Chair Quinn asked the Chief for how he would respond to a 10% cut in his budget; he responded that there was really not much room for cutting and that this would likely come from equipment rather than personnel. No changes were made to this budget.

**IV. PUBLIC PARTICIPATION: Non-agenda items.** There was none.

**V. ADJOURNMENT.** Motion by Selectman Bradley, seconded by Trustee Dave Maxwell to adjourn. **Motion passed unanimously.**

The budget meeting adjourned at 8:25 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Chris Bradley". The signature is fluid and cursive, with a large, stylized "C" and "B".

Chris Bradley, Acting Clerk

These minutes were approved at the Joint Board Meeting of January 13, 2014